



**Rocky Mountain Business Officers
April 19-21, 2009**

***Oregon State University Campus
Corvallis, Oregon***

| Sunday, April 19, 2009 | | |
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| 12:00 noon | Those wishing to play golf will meet at the Corvallis Country Club, 1850 SW Whiteside Drive http://corvalliscc.americangolf.com/ | Corvallis Country Club |
| 6:00 p.m. | Those who wish to go to dinner this evening will meet in the lobby of the hotel. A shuttle will take you to dinner at Block 15. | Hilton Garden Inn |
| Monday, April 20, 2009 | | |
| 8:00 a.m. | Meeting convenes (continental breakfast provided) | CH2M HILL Alumni Center, Board Room |
| 10:00 a.m. | Break | |
| 12:00-1:00 p.m. | Lunch | |
| 3:00 p.m. | Break | |
| 5:00 p.m. | Meeting adjourns | |
| 6:30 p.m. | Meet shuttle in hotel lobby for transportation to dinner. | Hilton Garden Inn |
| 7:00-9:00 p.m. | Dinner at lovino's. | lovino's, Downtown Corvallis |
| Tuesday, April 21, 2009 | | |
| 8:00 a.m. | Meeting convenes (continental breakfast provided) | CH2M HILL Alumni Center, Board Room |
| 10:00 a.m. | Break | |
| 12:00 noon | Meeting adjourns (box lunches are available beginning at 11:00 a.m. for those who might need to leave early to catch flights) | |
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RMBO Meeting Discussion Items

April 20-21, 2009

1. **Identity Theft Prevention Policy**. I will bring copies of Arkansas State's policy that was drafted recently for our Board's approval. (Jennus Burton)
2. We also need to discuss **tuition and salary issues** for the coming fiscal year. (Jennus Burton) **Tuition**: What is the range of proposed increases for the next two fiscal years? How much will this increase offset your potential cuts? For example, at WSU for every 1% cut we make, we would have to raise tuition by 2.5%. Thus a 7.5% tuition increase only reduces our budget cut by 3%. (Greg Royer)
3. **Red Flags Rules** - How are these being handled on each campus? (John Adams)
4. **Management and/or Executive Reporting** to President, Board, others (including bond rating agencies) - Has anyone found a good tool or set of reports that summarize financial and other information? (John Adams)
5. **PCI Compliance** - Update on how each campus is ensuring compliance. (John Adams)
6. How is everyone planning to spend their **Federal stimulus funds**? (Bob Durringer)
7. **Best practices facilities services accounting** –We are just completing a major construction boom and when we are done we will have added 25% of new square footage to the campus. At the same time, the Facilities accounting system we use hasn't changed much in 25 years. We have a very convoluted mess of recharges between designated, auxiliary and state funds that makes my head hurt. I'd like to discuss best practice facilities services accounting with the group and, if anyone feels they have a good model at their institution, send a few of my people to that campus for a site visit. We need help! (Bob Durringer)
8. Who is **downsizing**? How are you maintaining services? (Norm Tarbox)
9. **Furloughs of Staff** - dealing with budget cuts - how are furloughs being implemented? (Joel Valdez)
10. **Enterprise Risk Management (ERM)** – audit requirements (Joel Valdez)
11. **Fleet Management** – outsourcing (Joel Valdez)
12. **Utah's new Handgun Laws**--Has there been an effect on the University campuses? (Craig Roloff)
13. **4-Day Work/School Weeks**--Has the State implemented this program in Utah? Have others studied the concept? (Craig Roloff)
14. **Private Partnerships for Student Housing**--I believe that Campus Crest is building a "village" near University of Idaho? And WSU is developing some sort of partnership? Have others gone this route? What are the benefits, and pitfalls? (Craig Roloff)

15. **Budget Cut Ideas:** Please bring a summary of cuts you are proposing so we can share each other's ideas. (Greg Royer)
16. **Magnitude of cuts:** What % is your proposed cut of the total State Appropriation? (Greg Royer)
17. It would be helpful to know the **magnitude of the State budget shortfall in comparison to how much is being passed on to your University.** For example, our State budget shortfall was just updated yesterday to \$9 billion on a \$30 billion biennial budget. This is 30%. So far we have been asked for a 12% cut (when the Gov thought the shortfall was \$5.1 billion or 17%) and most recently were asked for an 18% scenario when the legislature thought it was going to be \$8 billion or 27%. Now that it is a 30% shortfall, we have not been asked for any more scenarios and are anxiously waiting for the Senate and House to reveal their proposals. I should know more when we meet in April. I realize that Arizona, for example, is taking a higher cut to their universities than the percentage cut to the State. So far we have been more fortunate. (Greg Royer)
18. What percentage of your total budget are **State Appropriations**? (Greg Royer)
19. Are any of you utilizing **non-state or self sustaining funds** to help offset cuts? Example: We are increasing our "administrative service fee" on auxiliaries to create more funds for central. (Greg Royer)
20. Since these cuts will result in lower service levels, are any of you considering **recharging for services** that have been free in the past? Example: Waxing floors, vacuuming, esthetic requests, cleaning up after departmental caused accidents, etc. (Greg Royer)
21. **Position and Travel Freeze:** I assume most of you have frozen positions and non-essential travel but have you frozen ALL positions? Example: In Business and Finance we have frozen all positions regardless of fund source so we can protect our existing employees by creating vacancies in the auxiliaries for State-funded employees to transfer. Travel: We have eliminated all travel that is not essential, such as overseeing remote capital projects, critical training, etc. Example: My trip to Oregon State is 100% on my dime. No reimbursements. It's because I just can't stay away from RMBO. (Greg Royer)
22. Do any of you have **area finance officers** reporting to your central budget office? (Greg Royer)
23. **Advertising/Marketing:** Is this activity approved centrally or do all departments make their own decisions? (Greg Royer)
24. **Cell Phones:** We are considering complete elimination of all Univ. paid cell phones and service and no reimbursements for official work. Has anyone one else done this? (Greg Royer)
25. **Subscriptions/Memberships:** We spend over \$3.5m on these (NACUBO, NASULGC, Chronicle of H. ED, etc.). Have any of you developed a review process to reduce/eliminate many of these costs? (Greg Royer)
26. **Salary Stipends:** We have \$3.5m in yearly stipends. These are typically given to faculty who become chairs and then the stipend reverts to the new chair when they step down. But, there are also many administrative and support staff who receive stipends for doing extra duty on a temporary basis. Do any of you have policies on salary stipends? (Greg Royer)

27. **Fraud Follow-Up.** In cases of employee theft or fraud, do you have any policies or procedures for additional follow up after the employee is terminated and /or the matter is referred to law enforcement? For example,
- a. Is anyone assigned to track the progress of the police investigation?
 - b. Is anyone assigned to track the progress of the prosecution and coordinate with the prosecuting attorney?
 - c. Who handles restitution requests and represents the institution at any restitution hearings?
 - d. Are there required processes or approvals before the loss is submitted for insurance recovery?
 - e. Have you ever notified the IRS of such losses (so the IRS can pursue the perpetrator)? (Arnie Combe)
28. **Emergency Mass Notification.** What has been your experience to date with your individual systems?
- a. How many times have you used it within the past year or so? What were the circumstances?
 - b. Have you encountered any issues with:
 - Local police or fire departments?
 - Adequacy of the telephone service (timeliness of message delivery)?
 - Requests to make the system available for use by particular groups (housing, etc.)? (Arnie Combe)
29. **When federal grants are used for university hosted conferences**, what percentage is kept by the university to cover indirect costs? Specifically, does your university retain a portion of these funds to cover indirect costs when the federal agency sends the money to the university to be used as sponsorship dollars for a conference/event? (Mark McCambridge)
30. **Update RMBO Membership Directory** (Mark McCambridge)